



TOM TINDALL  
Director

## County of Los Angeles INTERNAL SERVICES DEPARTMENT

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*"To enrich lives through effective and caring service"*

December 27, 2010

To: Each Supervisor

From: Tom Tindall  
Director

A handwritten signature in black ink that reads "Tom Tindall".

Subject: **OFF-PEAK DELIVERY POLICY**

On August 29, 2006, your Board approved the Off-Peak Delivery of Commodities Board Policy (Policy) to encourage the curtailment of delivery activities at County facilities during early morning and late-afternoon hours. This action was a means of reducing congestion and vehicular emissions during these peak commute periods. The focus of the Policy is trips generated in the delivery of commodities.

On December 14, 2006, the Chief Executive Office (CEO) provided notice to all departments regarding the Policy and advised departments to immediately implement the Policy into their solicitation and contracting processes. At that time, the CEO indicated that it would survey departments to evaluate the effectiveness and to monitor compliance with the Policy. In August 2007, the CEO surveyed departments regarding the Policy and reported back to your Board in November 2007 with the results indicating departments had implemented the Policy accordingly. The survey indicated that the vast majority of vendors were receptive and had not requested exemption from the Policy.

As of July 1, 2010, the Internal Services Department (ISD) is responsible for coordinating and overseeing the implementation of the Board Policy with affected County Departments to ensure effective operation of the program. As such, my office sent out a memo dated December 23, 2010 to all County departments reminding them that, although an annual survey is no longer conducted, the policy is still in effect.

Please be advised that ISD will continue to send annual reminders to County departments regarding the Policy. Please let me know if you have any questions regarding this matter, or your staff may contact Joe Sandoval at (323) 267-2109 or [JSandoval@isd.lacounty.gov](mailto:JSandoval@isd.lacounty.gov).

TT:JS:yy

c: ISD Board Deputies

Executive Officer, Board of Supervisors  
Chief Executive Officer